

Region II Vocational Assessment Guide

Center: _____ Instructor: _____ Assessment Team: _____

Trade: _____ Date: _____

Program Components Checklist

I. Office/Classroom Organization	Adequate	Inadequate	Comments
1. Required curriculum materials on hand a. Supplemental handouts available			
2. Weekly schedule available/accurate a. Training hours recorded			
3. Computer Equipment a. Computer with internet access b. Printer c. Required software installed d. Access to CIS			
4. Individual Student Folders a. TAR's (included, up to date) b. Counseling/Disciplinary referrals c. Safety documentation d. Center/Shop rules w/signatures e. Enrollment forms			
5. Material purchasing procedures in place			
6. Overall cleanliness of office area			

7. Classroom Area a. Posters safety/training visible b. MSDS book available c. Text material available to students d. TV/VCR available			
8. Overall Cleanliness of the classroom area a. Furniture adequate/good condition			

II. Shop Organization

	Adequate	Inadequate	Comments
1. Overall cleanliness/organization			
2. Training stations a. In good working order b. Meet TAR needs			
3. Tool Storage			
4. Material storage			

III. Student Information/Interaction/Placement

	Adequate	Inadequate	Comments
1. Student tracking system and follow-up information is readily available			
2. Employer data base available and utilized for coordinating placement assistance			
3. WBL opportunities are available for students			
4. Computers are available for students to do job search activities.			
5. Instructor is aware of current VES outcomes for their trade a. Current trade OBS _____ b. Current overall rating _____ c. Placements for PY _____			
6. Reviewers concerns over PY performance If Any	XXXX	XXXX	
7. Instructor concerns over meeting PY criteria If Any	XXXX	XXXX	

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IV. VST

	Adequate	Inadequate	Comments
1. Current VST plan available			
2. Projects show progress			
3. Project sites are kept neat			
4. Students are working safely			
5. Materials are on hand			
6. Projects meet training needs			

V. Center Communication

	Adequate	Inadequate	Comments
1. Effective CPP process is in place and instructor has the opportunity to work with and interview student prior to entering the trade			

2. Center activities are communicated with advance notice			
3. Instructor has communication with a. Placement department b. WBL coordinator c. Counseling staff d. Records department e. Education staff f. Drivers education			
4. System is in place for correcting errors identified in VES reports. a. Errors are corrected in a timely manner			
5. Comments from students	XXXX	XXXX	
6. Instructor comments on overall operation of Trade at this center	XXXX	XXXX	
7. Center Director comments on trade			

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Special Certifications Held By This Trade Instructor:

Certifications/Specialized Training Offered To Students Of This Trade :
